

RECORD OF PROCEEDINGS

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
HOLLY HILLS WATER AND SANITATION DISTRICT
AND THE BOARD OF DIRECTORS OF THE
WATER UTILITY ENTERPRISE
HELD
JULY 21, 2021**

In part due to COVID-19, the Regular Meeting of the Board of Directors of the Holly Hills Water and Sanitation District and the Board of Directors of the Water Activity Enterprise (referred to hereafter as "Board") was convened by Zoom video conference and teleconference call on Wednesday, the 21st day of July 2021, at 7:00 P.M. The Zoom Meeting and call-in information were listed in the meeting notice posted by the District and the public was able to attend the meeting by Zoom or telephone, if they so desired.

Directors In Attendance Were:

Thomas Thomasson
Scott Kemmeries
Jeff Ippen

Also In Attendance Were:

Steve Beck; Special District Management Services, Inc.

Timothy J. Flynn, Esq.; Collins Cockrel and Cole, P.C.

Will Raatz; W2 Engineers

Wayne Ramey; Ramey Environmental Compliance, Inc.

**ADMINISTRATIVE
MATTERS**

21.082 Agenda: President Thomasson called the meeting to order and reviewed the Agenda.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Ippen and, upon vote, unanimously carried, the Agenda was approved, as presented.

21.083 **Directors Absence Excused:** Following a discussion, upon motion duly made by Director Ippen, seconded by Director Kemmeries and, upon vote, unanimously carried, the absence of Director Rhea was excused.

21.084 Minutes: The Board discussed the minutes of the June 16, 2021 Regular Meeting.

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Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Ippen and, upon vote, unanimously carried, the minutes of the June 16, 2021 Regular Meeting were approved.

21.085 2021 SDA Conference: The Board discussed the September 14 – 16 SDA Conference to be held in Keystone, CO and the attendance by Director Rhea.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Ippen and, upon vote, unanimously carried, the Board approved the authorization of Director Rhea to attend the conference and the costs to be covered by the District.

PUBLIC COMMENT

21.086 Public Comment: None.

OPERATIONS

21.087 Operations Report: Mr. Ramey discussed the operations report for the month of June 2021 and the Industrial User Survey from Metro Wastewater.

CAPITAL PROJECTS

21.088 Engineering Report and 2021 Capital Projects Plan: Mr. Raatz discussed the Engineering Report, the status of the development of the GIS for the District by TST and the 2021 projects. He reported that Xcel should be moving the lines about August 16, 2021 and that we can bid the projects so that they begin after the completion of the lines being moved by Xcel.

LEGAL MATTERS

21.089 Attorney Report: Attorney Flynn updated the Board on the Gross Reservoir expansion in Boulder County and changes to the Open Meetings Law as well as to changes to the way in which the District will need to provide notice of Board of Directors elections, which includes more than just publishing a call for nominations in a newspaper of general circulation within the District.

FINANCIAL MATTERS

21.090 Claims: Mr. Beck discussed with the Board the claims to be approved for the period ending July 8, 2021 as follows:

| | |
|------------------------|----------------------------|
| General Fund: | \$ 10,567.85 |
| Capital Projects Fund: | \$ 0.00 |
| Enterprise Fund: | \$ 1,196.50 |
| Total: | <u>\$ 11,764.35</u> |

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Ippen and, upon vote, unanimously carried, the claims for the period ending July 8, 2021 were approved.

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21.091 Unaudited Financial Statements: Mr. Beck reviewed the unaudited financial statements for the period ending June 30, 2021, and the updated cash position statement dated as of June 30, 2021.

Following discussion, upon motion duly made by Director Ippen, seconded by Director Kemmeries and, upon vote, unanimously carried, the unaudited financial statements for the period ending June 30, 2021, and the cash position statement dated as of June 30, 2021, were accepted, as presented.

21.092 2020 Audit and Extension Request: Mr. Beck reviewed the status of the 2020 audit and the Extension Request filed with the Office of the State Auditor.

Following discussion, upon motion duly made by Director Thomasson, seconded by Director Kemmeries and, upon vote, unanimously carried, the Board ratified approval of the filing of the 2020 Audit Extension Request.

21.093 Preparation of the 2022 Budget: Mr. Beck reviewed the budget process for the 2022 Budget with the Board.

Following discussion, upon motion duly made by Director Kemmeries, seconded by Director Ippen and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare the 2022 Budget. The Board deferred the setting of the date for the Public Hearing.

OTHER BUSINESS

21.094 Other Business: In Person Meetings: The Board discussed the resumption of in-person meetings at the Skyline Firehouse. At the conclusion of the discussion, the matter was tabled until the September meeting.

21.095 Recognition of Former Director: President Thomasson mentioned to the Board that he would like for the Board to consider some form of recognition for former Director Henney. All Board members were in agreement. The Board will consider this matter in greater detail at its August meeting.

21.096 Fees and Charges/Certification of Delinquent Accounts: The Board generally discussed various questions and responses regarding the implementation of the newly adopted Facilities Renovation Fee. In addition, President Thomasson, Attorney Flynn and Mr. Beck discussed the process for certifying delinquent accounts with the Board.

21.097 Update on Website: President Thomasson and Mr. Beck updated the Board on the status of the development of the District's website and the scheduling of a viewing of the proposed website prior to the website going live.

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21.098 Comparative Rates for Services: The Board discussed the obtaining of comparative rates from other management providers. Director Thomasson will research.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by President Thomasson, seconded by Director Ippen and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By: *Linda Rhea*
Secretary for the Meeting



Holly Hills Water & Sanitation District
Monthly Report
June 1-30, 2021

Mon 6/14 Performed 4 locates.
 Wed 6/16 Performed 1 tap inspection at 2620 S. Ivy St.
 Tues 6/29 Performed 1 tap inspection at 2432 S. Jasmine St.

| 2021 Maintenance Services | | | | | |
|----------------------------------|--------------------------|------------------------------|------------------------|--------------------------------|---------------|
| | Estimated Footage | Non-Scheduled Footage | YTD Actual 2021 | Current Monthly Footage | YTD % |
| <i>Jetting</i> | 18,379 | | 21,003 | 5,507 | 114% |
| <i>TV</i> | 18,379 | | 18,448.00 | 9233.70 | 100.4% |
| <i>Root Cutting w/ Video</i> | | | | | 0.0% |
| Annual Jetting | | | | 0 | 0.0% |
| Hot Spots | 1,936 | | | | |
| TV Hot Spots | | | | | |
| Minerals | | | | | |
| TV Minerals | | | | | |
| Total Task #4 | 38,694 | 0 | 39,451 | 14,741 | 102% |

Holly Hills Water & Sanitation District
Summary for June 1-30, 2021

No Activity



W2 ENGINEERS, LLC
19255 WEST 84TH PLACE
ARVADA, COLORADO 80007
720.331.2332

Holly Hills Water and Sanitation District – Engineering Report
July 2021

2021 Repairs

- Xcel Energy has scheduled relocation of the gas line in South Krameria Street for August 16, 2021.

GIS

- W2E is coordinating with TST to complete the additional updates to the database.
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